
non-profit guides

grant-writing tools for
non-profit organizations

Cover Sheet

Most grantmakers will request a cover sheet or executive summary. The cover sheet introduces your proposal to the grantmaker, and can be the most important part of your application. This is where you state your case and summarize your proposal.

This is a sample cover sheet.

Date of application: May XX 200X

Name of organization. (exact legal name): Neighborhood Improvement Association, Inc. (NIA)

Purpose of grant (one sentence): NIA will use Urban Betterment Foundation funds to form a housing management company that will forge private and public partnerships to manage a portion of the City-owned or controlled low-income housing units in our community.

Address of organization: 100 Main Street, Any-City, Any-State, USA

Telephone number: 888-800-8888

Executive director: Dolly Do-Good

Contact person and title (if not executive director): Grant Find, Director of Fundraising

Is your organization an IRS 501(c)(3) not-for-profit? (yes or no): Yes
If no, please explain:

Grant request: \$25,000

Check one: General support: *Project support:* N/A

Total organizational budget (for current fiscal year): \$2,100,000

Budget Period (mo/day/year): January 1, 200X - through December 31, 200X

Total project budget (if requesting project support): \$25,000

Dates covered by project budget (mo/day/year): June 1, 200X - May 31, 200X

Project name (if applicable): Do-Good Housing Management Initiative

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